

National Aeronautics and
Space Administration

Lyndon B. Johnson Space Center
2101 NASA Parkway
Houston, Texas 77058-3696



October 19, 2015

Reply to Attn of: BD-SEB-15-128

TO: PROSPECTIVE OFFERORS

FROM: BR2/Contracting Officer

**SUBJECT: Request for Proposal (RFP) NNJ15541361R, Human Resources Integrated
Professional Services (HRIPS) Contract No. NNJ16RA02B**

The National Aeronautics and Space Administration (NASA), Lyndon B. Johnson Space Center (JSC), is hereby issuing the final RFP for qualified firms that meet the classification described below for the HRIPS contract. The final RFP replaces the Draft Section C, L, M, and DRD's of the RFP.

HRIPS is a total small business set-aside and has been assigned NAICS code 541612- Human Resources Consulting Services. The size standard is \$15,000,000.

Offerors are advised to read all requirements contained herein and in the RFP. Enclosed with this letter is a summary of the notable changes made to the final RFP since release of the draft RFP. Although every effort was made to ensure its completeness, this list is not all inclusive, and offerors shall be responsible for reviewing the entire RFP for changes.

The following information should be considered in proposal preparation:

ACQUISITION STRUCTURE

The HRIPS acquisition will be conducted as a single award Indefinite-Quantity/Indefinite-Quantity (IDIQ) type procurement. Authorization to perform work under the HRIPS contract will be through the issuance of Firm Fixed Price (FFP) task orders. The Government anticipates a 5-year period of performance with no Options. The Phase-In period will be 30 days. The contract start date is anticipated to be May 1, 2015.

Task orders shall be priced utilizing the labor categories and proposed rates in Clause B.6 (a) Fully Burdened Labor Rates.

- System for Award Management: <https://www.sam.gov>
- VETS 4212: <http://www.dol.gov/vets/vets4212.htm>
- Data Universal Numbering System: <http://fedgov.dnb.com/webform>
- EEO National Pre-Award Registry: <http://www.dol-esa.gov/preaward>

ELECTRONIC ACCESS

An electronic Technical Reference Library (TRL) is available and includes references for various types of historical data and other pertinent applicable documents and information regarding this procurement and its requirements. The HRIPS TRL is available on the HRIPS procurement website at: <http://procurement.jsc.nasa.gov/hrips/>

PROPOSAL SUBMISSIONS

Proposals submitted in response to this solicitation shall include the offeror's name and complete address, including street, city, state, and 9-digit zip code. Also, include the telephone and fax numbers and the e-mail address of the contract person responsible for the proposal.

Offerors are required to have a cage code that matches the corporate address submitted with its proposal. Insert the company's cage code in the box labeled "code" in Block 15A on the Standard Form 33, "Solicitation, Offer, and Award."

Offerors must deliver their proposal in accordance with Provision L.10, "Proposal Marking and Delivery" and Provision L.16.2, "Proposal Arrangement, Page Limitations, Copies, and Due Dates." Proposals that arrive after the prescribed time for receipt of proposals will be considered late and treated in accordance with FAR 52.215-1, FAR 52.215-1, "Instructions to Offerors – Competitive Acquisitions."

The solicitation of an RFP does not guarantee the result of a contract award.

QUESTIONS RELATED TO THE RFP

In order for answers to the RFP to be obtained and disseminated in a timely manner, questions must be submitted in writing no later than November 2, 2015. Questions are highly encouraged and may be submitted in writing directly to the Contracting Officer at chrystal.d.wiseman@nasa.gov. Please begin entries with "Questions –HRIPS RFP."

The Government will not respond to questions for information that are marked as containing confidential, proprietary, competition sensitive, or business information.

Answers to questions will be posted to the NASA Acquisition Internet Service (NAIS) through an amendment to this solicitation.

All questions and answers in response to the RFP may be found on the HRIPS procurement website at: <http://procurement.jsc.nasa.gov/hrips/>.

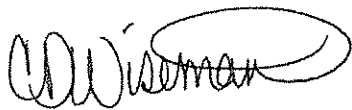
Questions and answers to the RFP will be separated from, and have no bearing on, subsequent evaluation of proposals submitted in response to the Final RFP. The use of ideas, questions, and comments to amend the structure of the Final RFP is at the discretion of the Government. Submitting a proposal to this solicitation does not disqualify an offeror from participating in any future acquisitions at NASA JSC. The Government will not critique a potential offeror's questions about the RFP. However, offerors should not use questions about the RFP in an attempt to market their products/services. The RFP does not commit the Government to award a contract nor does it obligate the Government for costs incurred in the preparation and submittal of proposals in anticipation of a contract in response to this RFP.

COMMUNICATIONS

Where an offeror chooses to request, from a civil service employee at JSC, that a past performance questionnaire be submitted on its behalf for any proposed key personnel, please be advised that a Limited Communications Notice (LCN) has been issued in conjunction with this solicitation. The LCN directs that all civil service personnel at JSC shall refrain from communication with industry on any matters related to this competitive procurement. Therefore, civil servants will be unable to provide status to the offeror or communicate in any other fashion with the offeror about the past performance request.

Offerors are responsible for monitoring the NASA Business Opportunities Website, <http://prod.nais.nasa.gov/cit-bin/eps/bizops.cgi?gr=D&pin=73>, and the HRIPS procurement website, <http://procurement.jsc.nasa.gov/hrips>, for any amendments to this solicitation, additional information, and /or changes to the schedule. Information will be posted as it becomes publicly available.

Thank you for your participation and interest in this procurement.



Chrystal D. Wiseman

Enclosure

ENCLOSURE 1
HRIPS Contract
Draft Sections C, L & M to Final RFP Change Summary

This document provides a summary of the changes that have occurred post-release of the draft of sections C, L & M of the RFP. The updates across the RFP include various editorial and administrative changes, as well as changes in content, direction and clarification. Important changes are identified below; however, it is the offeror's responsibility to review the entire RFP to ensure all updates from the draft of sections C, L & M are identified and accounted for in the offeror's proposal.

GENERAL - OVERALL GENERAL UPDATES

The HRIPS solicitation was updated to reflect the differences between the draft sections C, L & M and the final RFP.

SECTION C – STATEMENT OF WORK

- Section C 3.1: Work Authorizations paragraph 1 was revised with reference to Section I.13 Task Ordering Procedure
- Section C 3.3: Travel Requirement paragraph 2 was deleted
- Section 7.5: The Statement of Work has been updated to reflect that a blade server configuration has been replaced by Virtual Memory (VM) server appliances.
- Section C 9.0: Section of paragraph describing non-appropriated funds has been deleted
- Attachment C-01: Deputy Program Manager requirement has been removed
- Attachment C-01: SLCs education training have been updated on the following: Engineering Training Specialist I-IV; Training Assistant II-III; HR Associate II-V; HR Associate II-V; HR Lead Associate

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

- Section L.2: Clause dates for 52.204-16 and 52.204-18 were updated
- Section L.2: Clause 52.211-14 was deleted
- Section L.2: Clauses 52.214-34 and 52.214-35 were added
- Section L.8 (b): Provision was updated to require 12 point type
- Section L.7: Preproposal Conference Bulletin date was change from on or about Sept 30, 2015 to on or about Oct 23, 2015
- Section L.9: Safety and Health Plan clause was deleted and revised to reference DRD HRIPS-01 in Section J
- Section L.10: Due date of proposals was changed from Nov 12, 2015 to Nov 20, 2015
- Section L.12: HRIPS link to address anonymous questions was deleted

- Section L.16.1(a): Last sentence was removed
- Section L.16.1 (e): All references to the Organizational Conflict of Interest (OCI) Plan in Table L-1 was removed from this section
- Section L.16.2 (b): Provision was updated to indicate that the Government will accept multiple organizational charts, if necessary, as part of the proposal
- Section L.16.2 (a): Due date of proposals was changed from Nov 12, 2015 to Nov 16, 2015
- Section L.16.2: Page limits were changed in Table L-2 as follows: Technical Acceptability from 50 to 40; Past Performance from 20 to 40
- Section L.16.2: Organizational Charts in Table L-2 was deleted from the items excluded from page limit column
- Section L.16.2: Formats in Volume III Price Factor in Table L-2 was corrected to reflect that templates are required to be in MS Excel and narrative are required to be in MS Word
- Section L.16.2 (c): Removed requirement that volumes need to be in separate binders
- Section L.16.2 (c): Updated requirement of font size to the following, "Text in diagrams, charts, tables, artwork, and photographs shall be no smaller than 12 point text size."
- Section L.17 (b): Sample Scenario was added to Technical Understanding of Requirements
- Section L.17 (b): Requirement to submit full Organizational Conflict of Interest Plan as part of Technical Acceptability has been removed
- Section L.17.2 (c): Provision was updated to read, "The Consent Letters for each subcontractor, teaming partner, proposed program manager and/or joint venture partner will be excluded from the 40 page limit for the Past Performance Volume II, however the consent letters are not expected to exceed one page each."
- Section L.17.2 (d): Provision has been updated to clarify that the Government will accept one email containing the past performance questionnaire if respondents choose to respond via email.
- Section L.17.3 (b)2: Reference to Attachment L-4 has been changed to Attachment C-1
- Section L.17.3.2: Excel Pricing Model Spreadsheet Phase-In template has been deleted
- Section L.17.3.3: Paragraph: "The facilities capital cost of money column is provided should the Offeror both have this cost element and propose it as an allowable cost." has been deleted
- Section L.17.3.3(e): Phase-In Plan Template paragraph has been deleted
- Section L.17.3.3 (e)1: Cost of Money for Facilities Capital paragraph has been deleted
- Section L.17.4: Organizational Conflict of Interest Plan language has been added

- Attachment L-4: Moved to Attachment C-1
- Attachment L-5: Has been deleted. Excel Pricing Model has been embedded into Section L.17.3 Pricing Volume
- Attachment L-2: Past Performance Questionnaire has been updated
- Attachment L-3: Letters of Commitment from the Key Personnel Resume page count has been The Letter of Commitment should be no more than one page in length.

SECTION M – EVALUATION FACTORS FOR AWARD

- Section M.2.1: Organizational Conflict of Interest Plan language has been deleted
- Section M.2.2: Last sentence of Relevance section has been reworded to read, “Offerors with past performance as part of a joint venture will be evaluated on the entirety of the work performed by the joint venture.”
- Section M.2.2: The following sentence was added to the Performance section: “This assessment will lead the Government to determine the quality of performance as either Excellent, Very Good, Satisfactory, Marginal, or Poor/Unsatisfactory.”
- Section M.2.4: Organizational Conflict of Interest Plan was updated to include: “Section 8.(c)5 of the plan will be assessed to determine if an organizational conflict exists and if the contractor’s approach to avoiding, neutralizing, or mitigating organizational conflicts of interest are reasonable, feasible, and complete.”

DATA REQUIREMENTS DESCRIPTION (DRDs)

- DRD HRIPS-01: Safety and Health Plan: Frequency of Submission language has been added to include, “Safety and Health Plan must be fully approved by NASA prior to the end of the Phase-In period.”
- DRD HRIPS-01: Safety and Health Plan: requirement for 1 hard copy to be submitted to the Contracting Officer has been deleted.
- DRD HRIPS-05: Environmental and Energy Consuming Product Compliance Reports: requirement for hard copy to be submitted has been deleted.
- DRD HRIPS-06: Organizational Conflict of Interest Plan: requirement to submit Plan with proposal has been revised to submit Section 8. (c) 5 with proposal and full Plan due before end of the contract phase-in period.
- DRD HRIPS-07: Information Technology (IT) Security and Management Plan: Section 8.A has been changed to read, “Written approval by the Information Resources Directorate – Computer Information Security Official (CISO) is required before contractor implementation of the IT Security Management Program Plan
- DRD HRIPS-09: Phase-In plan was re-numbered to DRD HRIPS-08.